Keyboarding Technique Observation Sheet

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| ***Technique Observed*** | ***Points Possible*** | ***Points Awarded*** |
| Keeps feet on the floor for proper balance sits up straight, | 10 |  |
| Keeps wrists low and relaxed, off the keyboard and desk. | 5 |  |
| Keep fingers curved upright in proper position. | 10 |  |
| Strikes each key with the proper finger. | 20 |  |
| Uses right thumb for space bar. Does not pause before or after striking space bar. | 10 |  |
| Keeps eyes on copy during keying. | 20 |  |
| Reaches enter key with little finger and does not pause at end of line. | 5 |  |
| Makes quick, snappy keystrokes. Returns fingers to home row position. | 10 |  |
| Reaches proper shift key with little finger | 10 |  |
| Comments:  Total Score | 100 |  |